

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1A, 127 East Oak Street, Juneau, WI 53039

Date: December 3, 2014

Call to order: The meeting was called to order by Chairman Mattson at 8:34 a.m. with the following members present: **Rodger Mattson, Chester Caine, Mark Roesch, Dennis Schmidt, Tom Nickel**

Also present: Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Mary Kay Westimayer, Administrative Secretary;

Public Forum: None

Minutes: A motion was made by Chester Caine and seconded by Tom Nickel to approve the minutes of the November 5, 2014 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Communications & Committee Member Reports: None

Report & Consider Maintenance Operations & Projects:

Russ Freber updated the committee on the projects at the different locations.

Jail

Update on the Water Heater Project: Notification for bids has taken place. Interested bids are due by December 19. After review by this board the winning bid will be taken to the County Board meeting in January. The board shared their thoughts and concerns on this project all agreeing we need to share with the County Board the potential energy savings this project could bring.

HDOB

Update on the Back Draft Dampers: Russ reported that the back draft dampers are installed and up and running. After 8 pm the air handlers shut down which should show a huge energy savings.

Update on the Boiler Controls: This project is still in process. They are being rewired with new updated controllers.

Update on the 3rd Floor Office Remodel Project: Five offices are being remodeled. The painting should be done this week. The light fixtures and carpet need to be installed. The plan is to turn the rooms over to Human Services the second week in January. Materials were charged to Human Services but we provided 2 to 3 employees a day for a savings in labor.

Update on the Lighting: New fixtures have been installed in the Cafeteria area. Some of the ballasts that were replaced were still the original ones. We should be finishing the installation of the parking lot lights this week and fixing 2 in the jail parking lot. The new lighting has provided good coverage.

Update on the CBRF Bariatric Project: This project is complete. One room is already occupied.

Administration Building

Update on the Elevator Renovation Project: Kickoff is Monday. A crane will be there on Thursday and the transformer will be moved for use at the jail.

Update on the Air Barrier Project: Interested bids are due on February 27, 2015. Facility Engineering would like a week to review the bids. After review by the building committee the recommendation will go to the March County Board Meeting for approval. Dennis requested a presentation to the Building Committee by the head of the project before it goes to the County Board.

Other Discussion:

EBOLA was discussed. There is a need for rooms with negative air flow to use as quarantine areas. Additional training, tools and equipment may be needed for our personnel in case of an infectious situation. Russ will get information from public health on how this should be handled.

Budget Overages

Russ discussed with the committee the overages he anticipates for 2015. The committee agreed that the repairs need to be done and we need to ask for additional funds to cover the repairs. We should have a better idea of how much extra money is needed once we look at the bids for the Water Heater Project.

Personnel

The Physical Facilities Department is short 4 people. A custodian retired, a Maintenance Mechanic resigned, a Maintenance Mechanic retired and we have one custodian on medical leave. The jobs have been posted. The committee agreed that it is in the best interest of Dodge County to hire people with experience. The Maintenance Mechanics need experience in plumbing, electrical, welding and HVAC. The committee encouraged Russ to approach Human Resources and share with them the difficulties we had attracting new employees to fill the last mechanic position with our current pay scale. We may need to also look at hazard pay as well.

The next meeting is scheduled for Wednesday January 7, 2014 in Room 1A of the Administration Building.

Adjournment:

There being no further business to come before this committee, a motion was made by Tom Nickel and seconded by Dennis Schmidt to adjourn the November meeting at 9:34 a.m. Motion Carried.

Respectfully submitted,


Dennis Schmidt, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.